

CITY OF SHEBOYGAN

NEIGHBORHOOD DEVELOPMENT SPECIALIST Grade 6

Code A07072N

Reports to:	Development Manager	Department:	City Planning and Development
Classification:	Non-Exempt	Division:	
Date:	Common Council 2/6/12	Approved:	S & G 01/23/2012

Nature of Work:

Work involves coordinating neighborhood related programs and activities, representing the City to neighborhood groups and community organizations, identifying community issues, designing neighborhood/corridor redevelopment plans, and implementing solutions. Facilitates cooperation between service agencies/community groups and City administration. Design programs and services to support civic league initiatives for neighborhood development.

Typical Duties: (These examples do not list all the duties which may be assigned.)

- 1.* Coordinates the neighborhood liaison process by insuring frequent communication with community representatives and City departments concerning neighborhood plans and the planning process.
- 2.* Coordinates the development of neighborhood actions plans to ensure work quality, evaluate progress, recommend changes, identify problem areas, and evaluate success. Advises neighborhood groups on what resources are available from City departments, other jurisdictions, other neighborhood groups, foundations, etc. to meet a particular need and assists in obtaining those resources.
- 3.* Assists in the processing of Community Development Block Grant documents, Housing Rehabilitation Program, Lead Hazard Reduction Program, redevelopment and planning activities, etc.
- 4..* Assist with preparing state and federal grant applications and administration.
5. Collects and analyzes information on neighborhood and group trends. Generates queries and reports from database(s) to provide needed information.
- 6*. Assists with clerical duties of the office in the absence of department personnel. May include preparing agendas/minutes and relevant planning related documents.
7. Develops training curriculum and materials to present to staff and community representatives based on identified needs. Develops and evaluates course curricula, recruits facilitators. Writes reports, letters, memos, and program descriptions. Writes procedures, guidelines and manuals. Provides information on other planning processes.
- 8*. Represents the department in its contacts with the business community and the general public, Council, City officials, boards, and other agencies; maintains complete and accurate records and makes reports.
9. Performs other duties as assigned.

*Essential Functions

Minimum Qualifications:

1. Extensive knowledge of the laws, codes, principles, practices, methods, and techniques as applied to and pertaining to City planning and development.
2. Knowledge and demonstrated experience in neighborhood revitalization activities, grant writing, and Community Development Block Grant programs.
3. Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree.
4. A high sense of responsibility and initiative to work independently and productively, with minimal supervision, and to work from oral and written instructions.
5. Considerable knowledge of office methods, practices, and equipment.
6. Ability to obtain a satisfactory grade on clerical examinations involving English, spelling, business math, clerical accuracy, etc. and high level of proficiency in typing, dictation.
7. Extensive knowledge of computers and programs (Word, Excel, Power Point, AS 400 and Microsoft Project, Publisher, Access and Outlook, ArcGIS, Adobe Photoshop, AutoCAD, Google Insketch, etc.)
8. Skill in handling difficult and complex office situations and ability to undertake proper disposition of problems.
9. Ability to exercise good judgment, courtesy, and tact in dealing with general public, Common Council, Committee members, City staff, contractors, etc.
10. Ability to keep accurate statistical records and make reports.
11. A Bachelor's Degree in Urban or Regional Planning or closely related field.
12. Possession of a valid Wisconsin Motor Vehicle Operator's License and an insured automobile for use on the job.
13. A minimum of three years of professional work experience in neighborhood group/association work, community development, planning, development, redevelopment, grant writing.